



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

DEPUTY SHERIFF

ACADEMY ENROLLEE, ACADEMY GRADUATE, BASIC P.O.S.T.
CERTIFIED, OR INTERMEDIATE P.O.S.T. CERTIFIED

SALARY RANGE:

Basic P.O.S.T.: \$3428-\$3599-\$3779-\$3968-\$4167/Month
Intermediate P.O.S.T.: \$3787-\$3977-\$4176-\$4384-\$4604/Month

*****Lateral Transfer applications are now being accepted.*****

NOTE: Individuals must be currently employed as a sworn peace officer in a P.O.S.T.-recognized agency.

POSITION:

Essential

Functions: Perform a variety of duties involved in the enforcement of laws and the prevention of crimes including in the areas of patrol, investigation, civil, special task forces, and coroner functions.
Perform a variety of technical and administrative tasks in support of the Sheriff's Department.

APPLICATION:

Apply: Department of Human Resources
200 West 4th Street, 4th Floor, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: CONTINUOUS

(Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application. No military preference information will be accepted after the final filing date.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

Knowledge of: Basic principles of criminal law.
Safe driving principles and practices.
Basic principles and practices of First Aid.

Skill to: Operate firearms and other modern police equipment.
Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to: Successfully complete P.O.S.T. training for entry level Police Officers.
Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.
Learn modern investigative methods including interviewing and interrogation techniques.
Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.
Learn local geography, County streets, public buildings, and businesses.
Learn recent court decisions and how they affect department and division operations.
Learn rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
Learn functions and objectives of Federal, State, and other local law enforcement agencies.
Learn self defense tactics.
Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations including those related to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.
Learn to gather, assemble, analyze, evaluate and use facts and evidence.
Learn, interpret and explain County and Department policies and procedures.
Observe accurately and remember names, faces, numbers, incidents and places.
Prepare clear and concise reports.
Analyze situations quickly and objectively, and determine proper course of action.
Act quickly and calmly in emergencies.
Meet and deal with the public tactfully and effectively.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

ONE YEAR OF EXPERIENCE WORKING WITH THE PUBLIC; *AND* EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE; *AND* POSSESSION OF A CURRENT VALID BASIC P.O.S.T. CERTIFICATE OR AN ACADEMY COMPLETION CERTIFICATE ISSUED BY A P.O.S.T. CERTIFIED BASIC ACADEMY; *AND* POSSESSION OF, OR ABILITY TO OBTAIN BY DATE OF APPOINTMENT, C.P.R. AND FIRST AID CERTIFICATION; *AND* POSSESSION OF, OR ABILITY TO OBTAIN BY DATE OF APPOINTMENT, AN APPROPRIATE, VALID CALIFORNIA DRIVER'S LICENSE ISSUED BY THE STATE DEPARTMENT OF MOTOR VEHICLES; *AND* MUST MEET PHYSICAL, BACKGROUND, AND JOB RELATED STANDARDS AS ESTABLISHED BY THE STATE OF CALIFORNIA AND MADERA COUNTY TO ENSURE SAFETY OF DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

(CONTINUED ON THE NEXT PAGE)

Individuals who are currently enrolled in an academy may participate in the examination process for Deputy Sheriff.

Those who pass the oral examination will be placed on an eligible list but are not eligible for hire until the County receives a copy of an academy completion certificate.

Proficiency in Spanish as well as English is highly desirable and may qualify an incumbent for bilingual premium pay.

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by. Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination, which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

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BENEFITS:

Benefits of employment with the County of Madera include 11 paid holidays per year; 8 hours sick leave per month (up to 1000 hours); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); 3% at 55 Safety Retirement (single highest year) with County contributing all employee and employer share of costs; County participates in the Public Employees' Retirement System Health Benefit Program and for selected health plans, the County pays 100% of health insurance premium and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Deputy Sheriff-Continuous

August 29, 2007
(07-101)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.